

CITY OF ST. CHARLES

TWO EAST MAIN STREET
ST. CHARLES, ILLINOIS 60174-1984



DEPARTMENT: COMMUNITY DEVELOPMENT/PLANNING

PHONE: (630) 377-4443 FAX: (630) 377-4062

FINAL ENGINEERING PLAN APPLICATION

Instructions:

To request approval of final engineering plans for a subdivision or planned unit development, complete this application and submit it with all required attachments to the Planning Office. A final plat should normally be submitted at the same time.

When the application is complete we will distribute the plans to City departments for review. When the staff has determined that the plans are substantially in compliance with requirements, the final plat will be placed on a Plan Commission agenda for review.

The information you provide must be complete and accurate. If you have a question please call the Planning Office and we will be happy to assist you.

Received Date

1. Property Information:	Parcel Number (s):	
	Proposed Subdivision Name:	
2. Applicant Information:	Name	Phone
	Address	Fax
		Email
3. Record Owner Information:	Name	Phone
	Address	Fax
		Email
4. Billing: <i>To whom should costs for this application be billed?</i>	Name	Phone
	Address	Fax
		Email

Attachment Checklist

- ☐ Completed Final Engineering Plan Checklist
- ☐ Six (6) copies of the final engineering plans depicting all features listed in the Final Engineering Plan checklist.
- ☐ Engineer's Cost Estimate
- ☐ Electric Service Application Form (St. Charles Municipal Electric Utility)
- ☐ Stormwater Management Permit application in accordance with the requirements of the Kane County Stormwater Ordinance as adopted by the City of St. Charles
- ☐ An Illinois Environmental Protection Agency Permit application for sanitary sewer extension
- ☐ An Illinois Environmental Protection Agency Permit application for water main installation
- ☐ Application Fee (make checks payable to the City of St. Charles)

I (we) certify that this application and the documents submitted with it are true and correct to the best of my (our) knowledge and belief. I (we) understand that the City will issue an invoice for costs associated with this application to the person listed in box #4 above.

Record Owner _____ Date _____

Applicant or Authorized Agent _____ Date _____

Final Engineering Plan Checklist

Name of Development

Date of Submission

NOTE: *To properly execute this checklist:*

- 1. Provide the required documentation (drawings, reports, etc.)*
- 2. Indicate compliance with applicable ordinances by initialing in all spaces where applicable.*
- 3. Indicate those items that the subdivider considers "not applicable" to this particular subdivision by the abbreviation "N.A."*

Format / Cover Sheet:

- ____ 1. Plat has been submitted within 12 months of the date of approval by the City Council of the preliminary plan;
- ____ 2. Six (6) copies of final engineering plans have been submitted;
- ____ 3. Plans are on 24-inch by 36-inch sheets.
- ____ 4. A title sheet is included with each set of plans, and includes:
 - ____ A. Name of the subdivision and unit number,
 - ____ B. Type of work covered,
 - ____ C. Location map showing relation of area to be improved to streets,
 - ____ D. An index of sheets,
 - ____ E. A summary of quantities,
 - ____ F. Name, address, and seal of registered engineer preparing the plans,
 - ____ G. Date of preparation and revisions, if any, is shown;
- ____ 5. Plan and profiles
 - ____ A. Horizontal scale is no less than 1 inch to 50 feet;
 - ____ B. Vertical scale is no less than 1 inch to 5 feet;
- ____ 6. Cross sections
 - ____ A. Horizontal and vertical scales are no less than 1 inch to 10 feet;
- ____ 7. North direction is shown for each separate plan view;
- ____ 8. An adequate number of bench marks are shown with elevations referenced to Mean Sea Level, to facilitate checking of elevations without more than one setup of a surveyor's level;
- ____ 9. Delineation is shown of all easements necessary to serve all lots with underground and overhead utilities, and to allow for perpetual maintenance of these facilities;

Sanitary Sewer Improvements:

- ____ 10. An authorized Illinois Environmental Protection Agency Permit for the sanitary sewer extension accompanies the plans;

- _____ 11. Sanitary sewer plans and specifications are complete and conform to the standards and requirements of Ordinance No. 1960-29 as revised or superseded and denote all of the following:
- _____ A. All properties in the subdivision are served and house service connections are provided,
 - _____ B. The minimum size main is 8 inches I.D.
 - _____ C. The plan conforms to the overall city plan for any trunk sewers traversing the subdivision,
 - _____ D. The distance between manholes does not exceed 400 feet,
 - _____ E. The invert elevation of each manhole is shown,
 - _____ F. The grade of each section of sewer is shown by percentage in accordance with accepted engineering practice,
 - _____ G. Extra strength pipe and extra strength manhole wall construction is specified and shown on the plans and in the estimate of quantities where the depth of installation exceeds 12 feet,
 - _____ H. Profile of existing and proposed ground surfaces,
 - _____ I. Risers are shown for individual house service laterals where depth of main exceeds 12 feet,
 - _____ J. Pipe joints are of permitted type,
 - _____ K. Minimum manhole cover weights are correct:
 - ☐ 1. 540 pounds in collector streets
 - ☐ 2. 400 pounds in minor and cul-de-sac streets
 - ☐ 3. 335 pounds in rear lot easements,
 - _____ L. Specifications include provisions for checking of infiltration or exfiltration,
 - _____ M. Standard details are shown and include:
 - ☐ 1. Standard manhole
 - ☐ 2. Drop manhole
 - ☐ 3. Standard manhole cover
 - ☐ 4. Standard riser
 - ☐ 5. Standard service installation
 - ☐ 6. Concrete cradle;

Water Main Improvements:

- _____ 12. An authorized Illinois Environmental Protection Agency permit for the water main installation accompanies the plans;
- _____ 13. Water distribution plans and specifications are complete and conform to Ordinance No. 1960-29 as revised or superseded, and include all of the following:
- _____ A. All properties in the subdivision are served and provisions are made for service connections within the property lines,
 - _____ B. The minimum size main is 8 inches I.D., 6" for hydrant leads,
 - _____ C. The plan conforms to the city's overall plan for any trunklines which might traverse the subdivision,
 - _____ D. Valve and hydrant spacing and location conform to the approved preliminary plan,

- _____ E. Material and joint specifications comply with the city's standards,
- _____ F. Specifications include provisions for testing and sterilization of all new water distribution facilities,
- _____ G. Standard details are shown and include the following:
 - ☐ 1. Valve manhole
 - ☐ 2. Standard cover
 - ☐ 3. Standard hydrant installation;

Roadway, Storm Sewer, & Grading Improvements:

- _____ 14. Street plans, including storm sewers, are complete and conform to Ordinance No. 1960-29 as revised or superseded, and include all of the following:
 - _____ A. The location of streets and width of pavements conform to those indicated on the approved preliminary plan,
 - _____ B. Plan shows curb, gutter and sidewalk locations, and include the following information:
 - ☐ 1. Corner curb radius is not less than 16 feet
 - ☐ 2. Curve data for all horizontal curves
 - ☐ 3. Direction of flow along curves
 - ☐ 4. No surface water is carried across or around any street intersection, nor for a distance greater than 600 feet.
 - _____ C. Cross sections are submitted as necessary to indicate feasibility of proposed street elevations in relation to adjacent lot elevations, and include sidewalk location,
 - _____ D. Profiles are submitted for all paving centerlines and storm sewers and indicate:
 - ☐ 1. Catchbasin invert elevations
 - ☐ 2. Minimum pipe size is 12 inches I.D. (except that a lead from a single inlet may be 10 inches I.D.)
 - ☐ 3. The grade of each section of sewer is shown by percentage in accordance with accepted engineering practice
 - ☐ 4. Storm sewer elevations do not conflict with any other underground utilities
 - ☐ 5. Storm sewer is connected with an adequate outfall
 - ☐ 6. Curve data is given for vertical road curves,
 - _____ E. The storm sewer system is designed to provide sufficient capacity for the draining of upland areas contributing to the storm water runoff on the street
 - ☐ 1. Storm sewer design computations are submitted with plans,
 - _____ F. A surface water drainage pattern is shown for each block,
 - _____ G. Material specifications comply with city standards and include:
 - ☐ 1. paving base materials

☐ 2. paving surface materials

☐ 3. concrete

☐ 4. pipe materials,

____ H. Typical cross sections and details include the following:

☐ 1. collector street

☐ 2. minor or cul-de-sac street

☐ 3. concrete curb and gutter

☐ 4. concrete sidewalk

☐ 5. standard manhole

☐ 6. standard cover

☐ 7. catchbasin;

____ 15. Street light plans are complete and conform to Ordinance No. 1960-29 as revised or superseded, and include the following:

____ A. Pole locations,

____ B. Spacing,

____ C. Average maintained foot-candle illumination (calculated),

____ D. Control system and wiring diagram,

____ E. Typical section showing:

☐ 1. type of base and pole

☐ 2. bracket or arm

☐ 3. luminaire, indicating type of lamp and wattage

☐ 4. mounting height;

____ 16. Parkway improvement specifications are complete and are in accordance with Ordinance No. 1960-29 as revised or superseded, and include provisions for:

____ A. Removal of stumps, trees that cannot be saved, boulders, and all other similar items,

____ B. Grading, installation of topsoil, and seeding or sodding,

____ C. Planting of trees;

____ 17. Street signs are shown to be installed, at all street intersections not previously marked, in accordance with Ordinance No. 1960-29 as revised or superseded.

Completed by:

Name

Reviewed by:

Name

Title

Title

Organization / Company

Organization / Company

Date

Date

ENGINEER'S COST ESTIMATE

For Final Engineering Plans and Final Plats



NOTE: Cost estimates should be completed on a spreadsheet

Project Name				Date	
Item No.	Description	Quantity	Unit	Unit Price	Total Price
Division A – Sanitary Sewer					
A-1					
A-2					
A-3					
				Sanitary Sewer Subtotal: \$ 00.00	
Division B – Water Main					
B-1					
B-2					
B-3					
				Water Main Subtotal: \$ 00.00	
Division C – Storm Sewer					
C-1					
C-2					
C-3					
				Storm Sewer Subtotal : \$00.00	
Division D – Streets					
D-1					
D-2					
D-3					
				Street Improvement Subtotal : \$00.00	
Division E – Detention Ponds					
E-1					
E-2					
E-3					
				Detention Pond Subtotal : \$00.00	
Division F – Miscellaneous Improvements					
F-1					
F-2					
F-3					
				Miscellaneous Imp. Subtotal : \$00.00	
Total Engineering Cost: \$ 00.00					

The undersigned, _____, Registered Professional Engineer, does hereby certify that the foregoing is a fair and reasonable estimate of cost of land improvements for _____ (Development Name), based on engineering plans prepared under my direct supervision.

Date

City of St. Charles
Municipal Electric Office
Two East Main Street – St. Charles IL 60174
630/377-4407



Electric Service Application – New Service/Upgrade
(Each individual service will require a complete and separate application)

Name: _____	Phone: _____
Original Signature: _____	Fax: _____
Contact Name: _____	Phone: _____
Application Date: _____	Requested Service Date: _____

Existing Building	Other	New Building	
<input type="checkbox"/> Residential	<input type="checkbox"/> Temp Connection	<input type="checkbox"/> Residential: Single family	<input type="checkbox"/> Single Phase 120/240
<input type="checkbox"/> Commercial	<input type="checkbox"/> Street Lights	<input type="checkbox"/> Residential: Multi Family	<input type="checkbox"/> Three Phase
<input type="checkbox"/> Industrial	<input type="checkbox"/> Traffic Signals	<input type="checkbox"/> estimated # of units _____	<input type="checkbox"/> 120/208
<input type="checkbox"/> Upgrade Service	<input type="checkbox"/> New Service	<input type="checkbox"/> Commercial	<input type="checkbox"/> 277/480
<input type="checkbox"/> Relocate Service	<input type="checkbox"/> Relocate	<input type="checkbox"/> Commercial: Multi Family	<input type="checkbox"/> Other
<input type="checkbox"/> Convert OH to UG	<input type="checkbox"/> Antenna Site	<input type="checkbox"/> estimated # of units _____	
	<input type="checkbox"/> Signage Lights	<input type="checkbox"/> Industrial	
		<input type="checkbox"/> Other	
Service Panel:			
Present Rating (amps) _____		Proposed rating (amps) _____ Proposed Connected KW: _____	
Present Peak KW (Demand) _____		Estimated Peak KW (Demand) _____	

SERVICE ADDRESS (A complete and accurate service address is required before service may be installed)	
Street Address: _____	
Subdivision: _____	Lot # _____ Real Estate Permanent Tax # _____
Legal Description (attach sheet if necessary): _____	
Record Titleholder of property: _____	
If property is held in trust, identify beneficial owner (s): _____	
Address: _____	

CUSTOMER BILLING INFORMATION (This information will be used for utility billing purposes)	
Name: _____	
Street Address: _____	
City/State/Zip _____	Phone: _____
Authorized representative or agent: _____	
Title: _____	Phone: _____

BUILDING DIVISION OFFICE USE

Application Accepted By: _____

Date Application Received: _____

Date Payment Received: _____

Method of Payment: _____

Building Permit No.: _____

ELECTRIC DEPARTMENT CHARGES

Charges Calculated by: _____

Date: _____

<u>ITEM</u>	<u>ACCOUNT #</u>	<u>CHARGES (\$)</u>	<u>AMOUNT PAID</u>
Project Cost:	343-15	_____	_____
SOCC - VACANT	323-10	_____	_____
SECC: VACANT	323-11	_____	_____
SOCC:	323-12	_____	N/A
SECC:	323-13	_____	_____
Upgrade Charges:	323-14	_____	_____
Engineering:	341-11	_____	_____
Temp Connection:	343-18	_____	_____
Electric Improvement:	343-14	_____	_____
Relocation	_____	_____	_____
Subtotal		_____	N/A
Less contribution- if applicable		_____	_____
Total Amount of Charges:		_____	_____

A Summary of the Subdivision Process

*Complete provisions can be found in Chapter 16.12 of the City Code
or at www.stcharlesil.org/codebook*



Note: These procedures apply to all subdivisions within the City of St. Charles and within all unincorporated areas within 1½ miles of the city limits.

Preliminary Plan Procedure

1. The applicant submits a completed application, attachments, 22 sets of plans and fees to the Planning Division of the Community Development Department.
2. City Staff will review the plans for conformance with all applicable ordinances and provide written review comments to the applicant.
3. If the plans are complete, City Staff will schedule the Preliminary Plan on a Plan Commission agenda.
4. The Plan Commission reviews the preliminary plan for conformance with all applicable ordinances, and reviews any requested variances.
5. The Plan Commission recommends approval or denial, which is in the form of a resolution.
6. The Planning and Development Committee considers the Plan Commission's recommendation to approve. (Does not act on the application if Plan Commission disapproves, per 65 ILCS 5/11-12-8.)
7. The City Council approval is in the form of a resolution. May include conditions that must be met before the approval takes effect.

Engineering Plan Procedure

1. The applicant submits a completed application and 6 full sets of the final engineering plans to the Planning Division of Community Development. If the engineering plans do not substantially conform with the approved preliminary plan, the applicant will need to submit a revised preliminary plan for review by the Plan Commission and City Council.
2. If City Staff determines that the engineering plan does not meet municipal code, the subdivider may request a variation to be considered by the Plan Commission and City Council.
3. City Staff reviews the engineering plans, provides review comments to the applicant's engineer, and approves engineering plans when all requirements are met.

Final Plat Approval Procedure

1. The applicant submits a completed application for Final Plat, all attachments and 22 copies of the Final Plat to the Planning Division of Community Development
2. A final engineering application and 22 sets of the final engineering plans should also be submitted.
3. City Staff reviews the final plat in conjunction with the final engineering plans and provides review comments to applicant's engineer or surveyor. The Final Plat must conform with the Preliminary Plan and show the same geographic area as the engineering plans.
4. If the engineering plans are complete, City Staff will schedule the Final Plat on a Plan Commission agenda.
5. The Plan Commission reviews the Final Plat for conformance with approved preliminary plan and City ordinances. A Resolution indicating the Commission's vote is issued.
6. The Planning and Development Committee reviews the Final Plat.
7. The City Council adopts a resolution approving the Final Plat. May approve with conditions, which must be met before the plat can be recorded.

8. Applicant: Provide the following prior to final approval by the City Council:
 - A copy of the IEPA permits for sanitary sewer installation and for water main installation, if required;
 - The proposed form and amount of the financial guarantee for completion of the required Land Improvements, with appropriate engineer's estimate and a developer's undertaking.

Guarantee for Completion of Improvements

- After the final plat is approved but prior to signature by the Director of Public Works, the subdivider must submit the financial guarantee for completion of land improvements in the form approved by the City Council.
- The guarantee shall be in one of the described formats:
 - A surety bond
 - Cash to be held in escrow by the City
 - An irrevocable letter of credit

Final Plat Recording Requirements

1. The applicant should obtain a copy of the Resolution approving the Final Plat and fulfill all specific conditions prior to submitting the mylar to the City for signatures.
2. All general plat requirements such as payment of park and school fees, submittal of final improvement guarantee, and conveyance of any offsite easements must be fulfilled.
3. The applicant must obtain signatures on the Final Plat mylar from owners, mortgagee, County Clerk, and surveyor and then submit it to the Planning Division. The City prefers to record the Final Plat, so applicants need to obtain a letter from the surveyor authorizing the City to record.
4. City Staff will then circulate the mylar of the Final Plat for signatures and will record the Final Plat.

Construction, Inspection, Completion, Acceptance, and Release of Guarantee:

Once construction of a subdivision unit begins, administration of the process passes to the City Engineer's Office. Please call 630-377-4486 for further information. The applicant should obtain a copy of the Resolution approving the Final Plat and fulfill all conditions prior to submitting the mylar to the City for signatures.



FILING FEES FOR APPLICATIONS AND PLANS

Developments within corporate limits

- Annexation of Property: \$1,000.00
- Annexation Agreement: \$2,000.00
- General (Text) Amendment: \$500.00
- Zoning Map Amendments: \$750.00
- Special Use and Amendment to Special Use: \$1,000.00
- Special Use as a Planned Unit Development (PUD): \$2,000.00
- Site Plan Review (O-R Districts): \$1,000.00
- Subdivision Concept Plan: No fee
- Preliminary Plan of Subdivision (not a PUD): \$2,500.00
- Preliminary Plan of Minor Subdivision or Minor Resubdivision (of a parcel less than 3 acres): \$1,000.00
- Subdivision Final Engineering Plans: \$1,500.00
- Subdivision Final Plat: \$500.00
- PUD Concept Plan: No fee
- PUD Preliminary Plan: \$3,000.00
- PUD Final Engineering Plan: \$2,000.00
- PUD Final Plat: \$500.00

Developments outside corporate limits (within 1 ½ mile jurisdiction)

- Concept Plan (Review of County application): No fee
- Preliminary Plan of Subdivision, 5 or more lots, with new public road construction: \$ 1, 500.00
- Preliminary Plan of Subdivision, 1 to 4 lots, with new public road construction: \$ 500.00
- Preliminary Plan of Minor Subdivision or Minor Resubdivision (1 to 4 lots, no new public road construction): No fee
- Subdivision Final Plat: \$ 500.00

Reimbursement for Miscellaneous Expenses: The applicant shall reimburse the City for miscellaneous costs incurred relative to any application including but not limited to: Publication of legal notices, Court reporter and transcript fees, Mailing (postage) costs, Recording fees.

Reimbursement for City Staff Review: Applicants are required to reimburse the City for the cost of Engineering review time. An invoice for these costs is sent to the responsible party as indicated on the application form. See Paragraphs 16.12.270 and 16.12.280 of Title 16, "Subdivisions and Land Improvements" and/or Paragraphs 17.12.090 and 17.12.100 of Title 17, "Zoning" for specifics.

Reimbursement for Professional Services: Applicants are required to reimburse the City for the cost of the following:

1. Fees for landscape architect's and planning consultant's review and consultation in connection with review of the petition or application, and inspection of construction, including meetings and associated tasks.
2. Fees for traffic analysis performed by a member of the Institute of Transportation Engineers and approved by the City Engineer, when such traffic analysis is requested by the City.
3. Fees for city attorney's review and negotiations in connection with the petition or application.
4. Fees for professional engineering consultant's review of plans and documents and construction inspection including meetings and associated tasks.

Payment: Filing fees are payable at the time of filing the application or petition. Reimbursement fees are due within 30 days of invoicing.

CITY OF ST. CHARLES, ILLINOIS – SCHEDULED MEETING DATES

Plan Commission	Planning & Development Committee	City Council
2004*		
1/06	1/12	1/05
1/20		1/19
2/03	2/09	2/02
2/17		2/16
3/02	3/08	3/01
3/16		3/15
4/06	4/12	4/05
4/20		4/19
5/04	5/10	5/03
5/18		5/17
6/08	6/14	6/07
6/22		6/21
7/06	7/12	7/06(Tue)
7/20		7/19
8/03	8/09	8/02
8/17		8/16
9/07	9/13	9/07 (Tue.)
9/21		9/20
10/05	10/11	10/04
10/19		10/18
11/02	11/08	11/01
11/16		11/15
12/07	12/13	12/06
(no 2 nd meeting in December)		12/20
2005*		
1/04	1/10	1/03
1/18		1/17
2/08	2/14	2/07
2/22		2/21
3/08	3/14	3/07
3/22		3/21

* These dates conform to the regular meeting schedule. However, meetings may be rescheduled. Please check with the Planning Division to confirm a specific meeting date.

We will review submittals for completeness prior to establishing a meeting or public hearing date for an application. Please contact the Planning Division at 377-4443 if you have any questions.